

Position Vacancy Announcement

U.S. Consulate General Merida



NO: 14/01

OPEN TO: All Interested Candidates

POSITION: A53-401 Management Clerk, FSN-6

OPENING DATE: January 9, 2014

CLOSING DATE: January 23, 2014

WORKING HOURS: Full-time; 40 hours/week

SALARY: *Ordinarily Resident (OR): \$ 177,424.34 pesos per year (starting FSN-6 salary)

(Note: All ordinarily resident applicants must obtain the required work permit and/or must have the appropriate residency permit to be eligible for consideration.)

The U.S. Consulate General in Merida is seeking an individual for the position of Management Clerk.

BASIC FUNCTION OF POSITION:

The primary duty of this position is to serve as Management Clerk to the GSO team and the HR Assistant. In this role, the incumbent is expected to design, organize and maintain general filing, to prepare and type correspondence in both Spanish and English, to translate between Spanish and English; extract biographic or other data form files for preparation of various reports.

QUALIFICATIONS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- High school or equivalent degree is required.
- Two years of clerical office and customer service experience.
- Level III (Good working knowledge) English is required. Level IV Spanish (oral/written) is required.
- Computer skills are required, to include Windows and Microsoft Office applications.
- Must have the ability to effectively interact with internal customers and external service providers.
- Must have a valid driver's license.

SELECTION CRITERIA AND CONDITIONS OF EMPLOYMENT:

- U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

All applicants must pass a rigorous security certification process.

Fund availability limits this position to the Local Employee Staff (LES) local compensation plan.

Additional Selection Criteria

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving on probation are not eligible to apply.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All new Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexico (GOM) to comply with the Mexican Nationality law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security certification. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

To Apply

Interested applicants for this position **MUST SUBMIT** the following or the application **WILL NOT BE CONSIDERED**:

1. Universal Application for Employment form <http://photos.state.gov/libraries/merida/231771/PDFs/DS-0174.pdf> (UAE) DS-174 plus any other documentation (e.g., copies of High School diploma, school transcripts, certificates, awards, essays) that addresses the qualification requirements of the position as listed in page.
2. Non-native Spanish speakers: Test score is required from the CIS (<http://www.cisyucatan.com.mx/>) or Berlitz (<http://www.berlitzmerida.com>). (Valid for two (2) years).
3. Non-native English speakers: TOEIC or TOEFL English test score is required (Valid for two (2) years) from the following institutions: Berlitz (<http://www.berlitzmerida.com>); Benjamin Franklin (<http://www.benjaminfranklin.com.mx/>) or Harmon Hall (<http://www.harmonhall.com/>).
 - a. The scores for Level III (Fluent) are: (TOEFL IBT 76+ or TOEFL ITP/PBT 540+ or TOEIC PBT 650+).
 - b. Applicants who have completed a University degree in the United States or any other English speaking country will be exempt from taking the ENGLISH TEST.
4. Candidates who claim U.S. Veteran's preference must provide a copy of their form DD-214 with their application.

Note: Any costs for travel and test fee are the applicant's responsibility.

SUBMIT APPLICATION TO:

MeridaHR@state.gov (Please include position **A53-401 Management Clerk** in subject line of e-mail.) or send to
U.S. Consulate General Merida - Human Resources Office
Calle 60 No.338-K por 29 y 31 Col. Alcalá Martín
C.P. 97050 Merida, Yucatan, Mexico.

Please check the U.S. Consulate Merida website (<http://merida.usconsulate.gov>) or U.S. Embassy web site (www.usembassy-mexico.gov) for future vacancy announcements.

DEFINITIONS

1. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.